

ARIZONA CITRUS RESEARCH COUNCIL

1688 West Adams Street
Phoenix, Arizona 85007
(602) 542-3262

NOTICE OF AVAILABILITY OF FUNDS

RESEARCH GRANT PROGRAM MANUAL AND APPLICATION

OCTOBER 4, 2012

Dear Research Grant Applicant:

The Arizona Citrus Research Council (ACRC) is pleased to present the 2012 Research Grant Application Manual. This manual contains general program information, application guidelines, criteria, and application requirements.

All forms necessary to complete an application are available in this manual and may be reproduced.

Please contact Lisa James if you have any questions.

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Arizona Department of Agriculture
1688 W. Adams
Phoenix, AZ 85007
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INTRODUCTION

ACRC GRANT PROGRAM

The Arizona Citrus Research Council has established a grant program to assist the Arizona Citrus producers in identifying solutions to production issues. All research findings, abstracts, and reports resulting from funds awarded through this grant process shall be made available to Arizona citrus producers through the ACRC. The ACRC is exempt from the provisions of Title 41 Chapter 24 Arizona Revised Statutes, pursuant to A.R.S. §41-2706 (B)(4) and instead awards grants according to the competitive grant solicitation requirements of A.A.C. R3-9-506 (attached).

FUNDING SOURCE

Funds for the ACRC grants are available primarily from per carton assessments on citrus grown in Arizona, pursuant to A.R.S. §3-468.04, as well as other monies in the ACRC fund.

For this grant cycle, approximately \$20,000.00 is available for the ACRC grants. The ACRC may award grants for multiple year projects. The ACRC may also award multiple grants from these funds contingent upon the availability of funds at the time of award.

DEADLINES

ACRC must receive completed applications no later than **5:00 p.m. on Monday, November 19, 2012.** *This is not a postmark deadline. Applications must be received by the grant deadline date and time.* Late applications received by the ACRC shall be returned without review. Applications will be publicly opened and stamped received on this date.

Applications must be delivered to:

Lisa James, Council Administrator
ACRC Grant Applications
Arizona Department of Agriculture
1688 W. Adams St.
Phoenix, AZ 85007

Grant applications submitted by the 5 p.m., November 19 deadline will be publicly opened, read and recorded beginning at 8:00 a.m. on Tuesday, November 20 at 1688 West Adams Street, Phoenix, Arizona.

GENERAL COMPLIANCE

All proposed projects must comply with all applicable federal and state laws, and the terms of the grant contract signed after an award is made. The information contained in an application shall not be confidential. All applications shall be open for public inspection the next business day after the due date. The ACRC reserves the right to reject any application for failure to comply with requirements in this grant application and manual.

GENERAL INDEMNIFICATION

To the extent permitted by A.R.S. §41-621 and §35-154, the applicant shall indemnify, save and hold harmless the ACRC, the State of Arizona, its agents, departments, officers, advisory council members, contractors and employees from all claims, losses, damages, liabilities, expenses, costs and charges incident to or resulting in any way from any injuries or damage to any person or any damage to any property caused by or resulting from the work performed due to the filing of this application or as a result of enforcement or monitoring undertaken due to the grant.

REPORTING REQUIREMENTS

All research findings, abstracts and reports resulting from funds awarded in this grant process shall be made available to Arizona citrus producers through the ACRC.

A final report must be submitted within 90 days of the project duration end date or the final payment may be forfeited. A no-cost extension may be requested by notifying the council administrator. The request must be submitted, in writing, prior to the project duration end date.

RECORDS REQUIREMENT COMPLIANCE

As required by A.R.S. § 35-214, the awardee shall retain all books, accounts, reports, files, and other records relating to the acquisition and performance of the Grant award agreement for a period of five years after the completion of the Grant award agreement. All records shall be subject to inspection and audit by State of Arizona personnel at reasonable times. Upon request, the awardee shall produce a legible copy of any or all such records.

GENERAL ELIGIBILITY REQUIREMENTS FOR ALL APPLICANTS**PROPOSED PROJECTS**

A.R.S. §3-468.02 (B) provides, the ACRC may authorize or contract for:

1. Research, development and survey programs concerning varietal development.
2. Programs for citrus pest eradication.
3. Programs concerning production, harvesting, handling and hauling from field to market.
4. Any other programs, excluding sales or marketing, that the ACRC deems to be appropriate for the purposes of A.R.S. §3-468.02 et seq.

A.R.S. §3-468.02 (C)(5) provides, the ACRC may make grants to research agencies for financing appropriate studies, or to purchase or acquire equipment and facilities consistent with A.R.S §3-468 et seq.

For this grant solicitation, the ACRC requests that applicants focus proposals in the following four areas:

1. Pest Eradication including insects, weeds and disease;
2. Citrus production, harvest and post-harvest techniques;
3. Citrus Varietal Development;
4. Technology Enhancements; or
5. Genetically designed trees to be Huanglongbing (HLB) / Asian Citrus Psyllid (ACP) resistant.

It is anticipated that awards will be made in December 2012. During the grant evaluation process, the ACRC may schedule applicant presentations. The ACRC may schedule time for each applicant to orally present its proposal at a meeting to be held in December of 2012. Presentations are voluntary, but the ACRC members may have questions of the applicant that can be addressed at that time. The Council Administrator will directly contact applicants with specific date and time information, and an agenda will be published at least 24 hours prior to the meeting.

APPLICATION INSTRUCTIONS

All applicants **must** adhere to the following instructions, in addition to other requirements as stated in this grant manual as well as A.A.C. R3-9-506 (attached), to be considered eligible for grants. **Proposed projects missing any of the subsequent information may be deemed ineligible.**

- Include a completed and signed Application Form and completed Proposed Project Description and Scope of Work.
- Include an itemized proposed project budget with all direct costs of the proposed project. The budget for the proposed project shall not include overhead expenses.
- Individual applicants (not part of a public agency or private entity) must provide documentation of lawful presence in the United States, pursuant to A.R.S. § 1-502 and 8 U.S.C. § 1621.
- An applicant that is an employer must provide proof that it is registered with and participating in the e-verify program.
- The applicant must submit ONE (1) complete original application and five (5) additional copies. **The person authorized to receive funds must sign the original copy of the application and subsequent documents in the grant process.**
- Additionally, the applicant must submit an electronic version of the application in PDF format on CD.

CRITERIA

The following criteria shall be used by the ACRC for evaluating grant applications and awarding the ACRC funds.

1. The applicant's successful completion of prior research projects.
2. The extent to which the proposed project identifies solutions to current issues facing the citrus industry.
3. The extent to which the proposed project addresses future issues facing the citrus industry.
4. The extent to which the proposed project addresses the findings of any industry surveys conducted within the previous year.
5. The appropriateness of the budget request in achieving the project objectives.
6. The appropriateness of the proposal time-frame to the stated project objectives.
7. Relevant experience and qualifications of the applicant.

DISAGREEMENT PROCESS

The ACRC reserves the right to reject any application for failure to comply with the requirements in this Grant Application and Manual.

An applicant may request the ACRC to reconsider the application. In the request for reconsideration, the applicant shall provide specific reasons for the reconsideration. The ACRC may grant a reconsideration of the applicant's application. The ACRC shall not grant reconsideration based on dissatisfaction with the amount of a grant award.

PROTESTS

Protests shall be filed with the Council in writing. A protest of the grant manual shall be filed before the due date and time for grant applications. A protest of a proposed award or of an award shall be filed within 10 days after the grant applications are open for public inspection. A protest shall include the following information:

1. The name, address and telephone number of the protesting party;
2. The signature of the protesting party or its representative;
3. The name and year of the grant program;
4. A detailed statement of the legal and factual grounds of the protest, including copies of relevant documents; and
5. The form of relief requested.

**APPLICATION
ACRC Grant Program**

INFORMATION SHOULD BE TYPED OR CLEARLY PRINTED

Company/Organization Name: _____

Contact Name/Title: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: (_____) _____ **Fax:** (_____) _____

Email Address: _____

Project Title: _____

Funding Amount Requested: _____

I hereby certify that the information in this application is true and correct to the best of my knowledge.

**Authorized
Signature:** _____

Title: _____

Print Name: _____

Date: _____

PROPOSED PROJECT DESCRIPTION AND SCOPE OF WORK

Part I. In detail, please identify your proposed project and personnel. This should include: the project title, the principal investigator(s), all cooperating personnel, and the location(s) where the project will be undertaken.

Part II. In detail, please explain the rationale behind your proposed project. Explain the significance, need, and benefit to the industry, previous work on the subject (if any), and the long range objectives for the project with appropriate objective timeline.

Part III. How will you measure the progress and performance of your proposed project? What are your immediate objectives during the grant period?

Part IV. Please explain and include a timeline for your expected work product, with a brief synopsis of any and all work and procedures planned during the grant period.

Part V. Please include an itemized budget of how grant funds will be spent. It is suggested that you use the “Suggested Budget Format” included in this manual.

**ARIZONA CITRUS RESEARCH COUNCIL
SUGGESTED BUDGET FORMAT**

A. SALARIES	Amount Requested from ACRC (Individual Amounts)	<u>Totals</u>
Technician	_____	_____
Lab Assistant	_____	_____
Secretary	_____	_____
Other	_____	_____
Employee Benefits ¹	_____	_____
Subtotal	_____	_____
 B. SUPPLIES AND EXPENSES		
Materials	_____	_____
Equipment	_____	_____
Laboratory	_____	_____
Analysis	_____	_____
Computer Analysis	_____	_____
Field Operations	_____	_____
Travel	_____	_____
Miscellaneous	_____	_____
Subtotal	_____	_____
 C. TOTAL		_____
 Net Request		_____

¹ These are specific percentages, depending on employees' category. Consult department administrative assistant or business office.

DEFINITIONS AND ABBREVIATIONS

“ACRC” means the Arizona Citrus Research Council.

“Authorized signature” means the signature of an individual authorized to receive funds on behalf of the applicant and the person who becomes responsible for the execution of the applicant’s project.

“Awardee” means a successful applicant whom the ACRC awards grant funds for research on a specific project.

“Grant” means an award of financial support to an applicant according to A.R.S. § 3-468.02 (B) and (C)(5).

“Grant award agreement” means a document that advises the applicant of the amount of money to be awarded following receipt by the ACRC of the applicant’s signed acceptance.

CHECKLIST

- ☐ **Signed and completed application form**
- ☐ **Completed project proposal description (Parts I –V)**
- ☐ **Detailed project budget proposal**
- ☐ **Documentation of lawful presence in the United States if applicable.
(See application instructions on page 5)**
- ☐ **One original copy of the application and five (5) copies.**
- ☐ **One electronic version of the application in PDF format on CD.**